



## CONTROLLER, OFFICE OF STATE THE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CONTROLLER, OFFICE OF STATE THE	<b>RELEASE DATE:</b>	Tuesday, December 1, 2009
<b>POSITION TITLE:</b>	Chief, PPSD, CEA Level III	<b>FINAL FILING DATE:</b>	Monday, December 14, 2009
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$10,520.00 / Month	<b>BULLETIN ID:</b>	12012009_3

### POSITION DESCRIPTION

If you are an individual that enjoys working in a fast paced environment, surrounded by enthusiastic and self-motivated co-workers, and functioning in the capacity of a division chief, then consider applying for the Chief, PPSD with the State Controller's Office. This position has the awesome responsibilities of overseeing, policy development, and the updating/maintenance of employment records for over 265,000 State Employees (including CSU) with the use of technology and innovation that helps bolster an accurate Employment History Data Base, which is the basis for issuing payroll. If this level of detail interests you, and you are eligible to compete for this position, then the State Controller's Office is looking for you.

The data base referenced above contains the "official" file of personnel related information for all Civil Service/Exempt, California State University employees, elected officials, judges, and legislators employed by over 150 State departments and campuses. It also issues a variety of payments and adjustments to active State employees, establishes and withholds respective mandatory and voluntary deductions, and issues Wage and Tax Statements, Forms W-2.

In addition, this position is the business owner of the an enterprise-wide project, 21st Century Project, a system designed to replace an antiquated legacy system, which has reached its limits in terms of meeting the ever changing needs of the State's personnel/payroll environment. Moreover, the Chief, Personnel/Payroll Services maintain relationships, as well as provides vital information to other control agencies such as the Department of Personnel Administration, the State Personnel Board, and the Department of Finance to name a few. With direction provided by the Chief Administrative Officer, the Chief, Personnel/Payroll Services Division is responsible for ensuring that the Controller's constitutional and statutory responsibility to administer the State of California's Personnel and Payroll Systems obligations are met, by directing the work of subordinate section managers. Specific duties include, but are not limited to the following:

**MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**SPECIAL REQUIREMENTS**

(Candidates must perform the following functions with or without reasonable accommodations.)

- With a high level of independence of action, ensure that the assignments and tasks of subordinate managers meet and further the constitutional and statutory responsibilities of the State Controller, as the State of California's Chief Financial Officer;
- Provide expert consultative services to the State Controller, the Governor's Office, the Legislature, the Chancellor's Office, and other governmental agencies on matters related to the State of California's human resources and personnel/payroll systems;
- Ensure that subordinate managers, through their organizations and staff, develop, review, and adopt policies and procedures that are consistent with the State Controller's constitutional and statutory obligations. Recommend resolution of the most sensitive and/or complex issues to the Chief, Operating Officer;
- Represent the State Controller with other control agencies such as the Department of Finance, the Chancellor's Office, the State Personnel Board, the Department of Personnel Administration as well as others; serve on high-level policy-making committees affecting state human resource management programs and operations;
- When required, represent the State Controller's Office before budget committees and/or legislative bodies;
- Function as a member of the Senior Executive level staff, providing policy input/direction, and implementation in terms of personnel/payroll issues.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation;

methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

> Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Fiscal Officer of the State of California and a member of boards and commissions; > A functional knowledge of California State Government processes; > Established experience interacting with various levels of government (i.e. Department of Personnel Administration, Department of Finance, California State Legislature, etc.); > Working knowledge of Personnel/Payroll Services for the State of California.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief**,

**PPSD, CEA Level III**, with the **CONTROLLER, OFFICE OF STATE THE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Applicants must have California State Civil Service status and satisfy the minimum qualifications as follows:

Either I Must be a civil service employee with permanent civil service status: Or II Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990:

Or III Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code, Section 18992:

Applicants must also satisfy the minimum qualifications as shown below:

A. Ability to perform high administrative and policy influencing functions effectively; such overall ability requires possession of most of the following more specific knowledge and abilities:

- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques;
- 2) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives;

B. These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

- i. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies;
- ii. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies;
- iii. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.

C. Strong verbal and written communication/advocacy skills;

D. Well-developed administrative, managerial, and interpersonal skills and abilities.

## FILING INSTRUCTIONS

Candidates applying for this examination must submit a standard form 678, Examination and/or Employment Application, before the final filing date and include a resume along with a statement of qualifications. Failure to submit the above-cited documents may result in your disqualification to compete in the examination.

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### Applications must be submitted by the final filing date to:

CONTROLLER, OFFICE OF STATE THE, ADD/HR  
300 Capitol Mall, Suite 300, Sacramento, CA 95814  
David Spring | 916 322-2791 | dspring@sco.ca.gov

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CONTROLLER, OFFICE OF STATE THE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>